T R E A S U R Y A C Q U SITIO N S T I T U T E

A B

E D

# Course Catalog

Fiscal Year 2010





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Dear Treasury Acquisition Institute (TAI) Customer:

The TAI is pleased to announce the arrival of our Fiscal Year 2010 Course Catalog. As our valued customer, we continue to listen to your needs, provide you with excellent service and deliver high quality training solutions. The courses you'll find in the pages of our new catalog are, in large part, in response to your suggestions and comments.

Our schedule of offerings is top class and includes courses in, contracting, program/project management, business skills, specialized acquisition (i.e., Unlocking the Power of Earned Value Management, Bootcamp for GSA Contracting and FAR Overview) and courses for Administrative Professionals. We are also offering all mandatory CON courses in FY10 including 200 Level courses.

One thing that remains unchanged is our commitment to excellence in our service, customer support, and products.

Thank you for your continued support. We look forward to continuing our partnership in helping you achieve your professional success.

Sincerely,

TAII Staff

TAI Staff

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#### SECTION 1: PROGRAM OVERVIEW

#### The Institute's History

The Treasury Acquisition Institute (TAI) was established by the Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993. TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals.

#### **Mission Statement**

The mission of TAI is to provide ongoing training and development for the Department of the Treasury procurement and acquisition professionals.

#### **Our Principles of Excellence**

- 1. We maintain an environment of mutual trust, respect and cooperation.
- 2. Everyone is responsible and accountable for themselves and takes pride in their appearance, work area, and work.
- 3. We provide a timely and accurate response to all internal and external inquiries and requests.
- 4. We strive to provide courseware, resource tools, and learning experiences that are unique, effective and valuable.
- 5. We are committed to the growth and development of the TAI staff and acquisition workforce and the continual improvement of TAI resources.
- 6. We provide high quality facilities and tools that support effective learning in an enjoyable and engaging manner.
- 7. We are professionals committed to excellence and continuous improvement in all aspects of our services to our customers.

#### **About This Catalog**

TAI continues to offer a variety of curricula. This year we've included a new policy on our course cancellations - please refer to page 6 for guidance. Our Fiscal Year 2010 Training Catalog contains descriptions of courses in federal mandatory contracting, specialized contracting, performance-

based, business skills, computer skills, program/project management and professional development training. We offer results-oriented courses and a professional training environment. Examine our calendar and register today to attend a TAI training course. We look forward to seeing you here in the TAI!

The Treasury Acquisition Institute services several government agencies and bureaus such as:
Department of Homeland Security, Environmental Protection Agency, Customs and Border Protection, and Bureau of Engraving and Printing to name a few. If your agency is interested in attending one of our courses, contact Rhonda Stewart at (202) 283-1138. Rhonda Stewart can instruct you on the proper procedures for submitting an Interagency Agreement with TAI.

#### SECTION 2: GENERAL INFORMATION

#### **Course Location and Hours**

All courses are held at the TAI. We are located at 6009 Oxon Hill Road, Oxon Hill, Maryland. Classes start at 8:30 am and end at 4:00 pm unless otherwise noted on the registration confirmation.

#### **How to Register**

Complete all information on the course registration form.

#### Are you an IRS employee?

The course registration form can be found at: <a href="http://awss.procurement.irs.gov/tai/coursecatalog.htm">http://awss.procurement.irs.gov/tai/coursecatalog.htm</a>. Your completed course registration form can be submitted to TAI via one of three methods:

- Form can be completed in Adobe PDF or Microsoft Word and emailed to your supervisor who can then forward the form, indicating their approval, to <u>Willie.D.Mincey@irs.gov</u>
- 2. Signed form can be faxed to Willie Mincey at 202-283-1517.
- Signed form can be scanned as an Adobe PDF document and emailed to Willie.D.Mincey@irs.gov

Questions about your registration should be directed to Willie Mincey at 202-283-1422.

### Are you an employee of a Treasury Bureau or other participating government agency?

The course registration form can be found at: <a href="http://www.irs.gov/opportunities/procurement/article/0.,id=125491,00.html">http://www.irs.gov/opportunities/procurement/article/0.,id=125491,00.html</a>. Your completed course registration form can be submitted to TAI via one of three methods:

- Form can be completed in Adobe PDF or Microsoft Word and emailed to your supervisor who can then forward the form, indicating their approval, to <u>Donald.l.Guy@irs.gov</u>
- 2. Signed form can be faxed to Donald Guy at 202-283-1130.
- Signed form can be scanned as an Adobe PDF document and emailed to Donald.I.Guy@irs.gov

Questions about your registration should be directed to Donald Guy at 202-283-1292.

#### **Registration Confirmation**

You will receive a confirmation via email or fax within five business days of receipt of your request. If you do not receive a fax or e-mail confirmation within five business days, please call Donald Guy at 202-283-1292 or Willie Mincey at 202-283-1422 of the TAI. Individuals are responsible for making their own travel arrangements. However, *no travel arrangements* should be made until you receive your fax or e-mail confirmation of registration.

#### **Attendance Policy**

You are required to attend all sessions of the course. If you have to be absent from any portion of the course, notify your supervisor, instructor, <u>and</u> a TAI staff member. Significant absences from the classroom will be reported to your supervisor and may result in your not receiving a certificate of completion. Cumulative absences of instructional time may be grounds for failing the class. Students who miss extended periods of time will be required to make-up class work before receiving a certificate of completion.

# Withdrawal, Substitution and Cancellation Policies

 If you are unable to attend a class for which you are confirmed, please send us an email routed through your supervisor <u>two weeks</u> before the class start date (30 days for classes with pre-course work such as CON 120 and CON 353). Two unexcused cancellations from

- the same course could result in failure to reregister for that course for a period of 6 months.
- Your office may substitute a participant, by having the substitute participant complete and submit a signed registration form. A substitute will be enrolled in the class <u>only if there is not a</u> <u>waiting list</u>. Substitutions are allowed up to the class start date. <u>Supervisors are required to</u> <u>approve any change requests</u>.
- If TAI cancels a course for any reason, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

#### **Waiting List**

Because of the popularity of our program, many of our courses fill quickly. When we notify you that the session you requested is full, please let us know if you are interested in being placed on the waiting list. If space becomes available we will contact you.

#### **Dress Policy**

The dress policy is casual business attire. Shorts, tank tops, athletic sweat suits and flip flops are inappropriate. For your comfort we suggest you bring a jacket or sweater.

#### **Reasonable Accommodations**

It is the responsibility of the individual's office to arrange reasonable accommodations (i.e., interpreter for hearing impaired) for the individual. Once accommodations have been made, please contact either Donald Guy @ (202) 283-1292 or Willie Mincey @ (202) 283-1422 so the instructors can be notified.

#### **Receiving Messages During Class**

Messages for students attending class may be left with any member of the TAI staff. Students should check for messages during breaks on the bulletin board in the break rooms located on the 1<sup>st</sup> or 7<sup>th</sup> floors.

#### Weather Related Issues

The Treasury Acquisition Institute's operating status is the same as the operating status for Federal Employees in the Washington, DC Area. To check operating status in the Washington, DC Area go to the OPM website:

1http://www.opm.gov/Operating Status Schedules/.

If the Federal Government is closed, TAI will be closed. If weather conditions prevent you from attending class, we will be happy to reschedule you in a later session.

When weather-related absences affect significant segments of the course, the instructor determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

# Hotel Accommodations, Transportation and Parking

<u>Hotel Accommodations</u>: The TAI is located in close proximity to Hotels in the immediate vicinity as well as the nearby National Harbor, Crystal City and Alexandria, VA.

Please visit the website below for additional resources:

2http://www.hotels.com

#### **Transportation:**

**Metro Rail Service**: The nearest metro rail station is Suitland Metro Station, Green Line.

**Metro Bus Service:** The metro bus stops in front of the Constellation Centre Building. Information on the metro rail and metro bus systems are available at <sup>2</sup>http://www.wmata.com.

**Shuttle Bus Service**: There is no shuttle bus service to the building.

**Taxi Cab Service:** The following is a list of taxi cab services that serve the Washington Metropolitan Area.

- Yellow Cab Company of D.C., Inc. Phone (202) 544-1212
- Maryland Taxi Service Phone: (301) 277-6000 or (301) 864-7700

**Parking**: Free Parking is available in the front of the building.

#### **Directions to TAI:**

The Treasury Acquisition Institute is located at 6009 Oxon Hill Road – Oxon Hill, MD 20745. A driving link has been provided for your convenience.

<sup>2</sup>Driving Directions to TAI

#### How to Reach Us On the Web

#### **INTERNET:**

http://www.irs.gov/opportunities/procurement/

#### INTRANET:

http://awss.procurement.irs.gov/tai/index.htm

#### **Smoking Policy**

Smoking is prohibited in the building. Smokers are asked to use the space provided in the rear courtyard.

#### **SECTION 3:**

#### TREASURY TRAINING INFORMATION

# Treasury Training Course Curriculum for GS-1102 Series & Federal Acquisition Certification in Contracting (FAC-C) Program

1http://www.whitehouse.gov/omb/procurement/acq\_wk/fac\_contracting\_program.pdf

If you have taken all of the required courses from the past, you do not have to take the new required courses. If you have only taken part of the original required courses, then you must start again with the new required courses, except for Level II (please see Level II Course Mapping).

Level	Previous Training Requirements	Current Training Requirements
I	CON 101 – Basics of Contracting CON 104 – Principles of Contract Pricing 1 Elective – minimum of 16 hours per course	*CON 100 - Shaping Smart Business Arrangements CON 110 - Mission Support Planning CON 111 - Mission Strategy Execution CON 112 - Mission Performance Assessment CON 120 - Mission Focused Contracting 1 Elective – minimum of 16 hours per course
II	CON 202 - Intermediate Contracting CON 204 - Intermediate Contract Pricing CON 210 - Government Contract Law 2 Electives – minimum 16 hours per course	CON 214 - Business Decisions for Contracting CON 215 - Intermediate Contracting for Mission Support CON 216 - Legal Considerations in Contracting CON 217 - Cost Analysis & Negotiation Techniques CON 218 - Advanced Contracting for Mission Support 2 Electives — minimum 16 hours per course All Level I Training Requirements
III	**CON 333 - Management for Contracting Supervisors CON 301 - Executive Contracting 2 Electives - minimum 16 hours per course	CON 353 – Advanced Business Solutions for Mission Support 2 Electives – minimum 16 hours per course All Level I and Level II Training Requirements

<sup>\*</sup>CON 100 should be taken by those just entering the acquisition workforce or those new to the government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

<u>Electives</u> – (See Department of Treasury Acquisition Career Management Program Handbook for complete guidance.) As agreed to by the employee and supervisor, electives may be any training opportunity related to the employees job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment specific courses, or other training opportunities.

<sup>\*\*</sup>CON333 is equivalent to CON 353. In addition, the individual needs to complete two electives to meet Level III requirements. Note: CON301 may be used to meet one of the two required electives.

# <u>Treasury Training Course Curriculum for GS-1102 Series &</u> Federal Acquisition Certification in Contracting (FAC-C) Program

<u>Continuous Learning Requirements</u> – All Treasury GS-1102s, regardless of FAC-C status must earn 80 continuous learning points (CLPs) every two years beginning October 1, 2007. To maintain a FAC-C, acquisition professionals are required to earn 80 CLPs of skills currency training every two years. Appendix B to the OMB FAC-C Memo provides guidance on earning CLPs

<u>Level II Course Mapping</u> – If CON 202, 204 & 210 are not completed prior to their phase-out, the following matrix shows the transition to the new suite of Level II mandatory courses:

If Completed	Required to Take	Recommended to Take
202	216, 217, & 218	214
204	214, 215, 216 & 218	217
210	214, 215, 217 & 218	
202 & 204	216 & 218	214 & 217
202 & 210	217 & 218	214
204 & 210	214, 215 & 218	217

#### **Additional Resources**

Department of the Treasury Acquisition Career Management Handbook http://intranet.treas.gov/procurement/Career-Mgmt-Handbook.pdf

Office of Personnel Management (OPM) GS-1102 Qualification Standards 1http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm

Federal Acquisition Institute – FAC-C Memo & Additional Information 1http://www.fai.gov/certification/specialist.asp

#### <u>Treasury Training Information for</u> <u>Contracting Officer's Technical Representatives (COTRs)</u>

#### Federal Acquisition Certification for COTRs (FAC-COTR)

The Office of Federal Procurement Policy (OFPP) issued a memorandum on November 26, 2007 entitled **Federal Acquisition Certification for COTRs (FAC-COTR)**. The memorandum established a structured training program for COTRs and other individuals performing these functions that standardize competencies and training across civilian agencies.

#### **FAC-COTR Training and Continuous Learning Requirements**

<u>Training</u> - COTRs must have a minimum of 40 hours of training. Twenty-two of the required 40 hours of training must cover the essential COTR competencies listed in the FAC-COTR memorandum. Previous training can be used to meet these certification requirements. Please see below, **Courses/Credentials Meeting FAC-COTR Training Requirements**.

<u>Continuous Learning</u> - To maintain a FAC-COTR, COTRs are required to earn 40 CLPs (continuous learning points: 1 CLP = 1 hour of training) of skills currency training every two years. Additional guidance on determining CLPs is included in Appendix A of the OFPP FAC-COTR memorandum. It is the individual's responsibility to ensure the continuous learning requirements are met.

#### **Courses/Credentials Meeting FAC-COTR Training Requirement**

COURSE/CREDENTIAL	FAC-COTR REQUIREMENTS MET	
The Treasury Acquisition Institute's (TAI) Contracting for COTRs (Vendors: David Houseman and Associates or Jerry Francis and Associates)	Completed after March 2008 meets <u>all</u> FAC-COTR training requirements (40 hrs & competencies.)	
The Treasury Acquisition Institute's (TAI) Contracting for COTRs (Vendor: David Houseman)	Completed before March 2008 = 32.5 hrs & covers all essential FAC-COTR core competencies. Employees who completed this course must provide evidence of an additional 7.5 hrs of job-related training to meet the total 40 hrs required.	
Defense Acquisition University (DAU) Online Training     Courses (see <u>Chapter 6 of the Treasury Career Management Handbook</u> )	Covers 22 hrs & all essential FAC-COTR core competencies. Employees who complete these courses must provide evidence of an additional 18 hours of jobrelated training to meet the total 40 hrs required.	
Federal Acquisition Institute's online "COR Mentor     Program" course – Meridian KSI Knowledge Center (no longer available)	Covered 22 hrs & all essential FAC-COTR core competencies. Employees who completed these courses must provide evidence of an additional 18 hours of jobrelated training to meet the total 40 hrs required.	
Federal Acquisition Certification in Contracting (FAC-C)     Level I	(FAC-C Level 1 & FAC-P/PM Mid-Level) <b>Meet all FAC-COTR training requirements.</b> Individuals may submit FAC-C or FAC-P/PM certificates in lieu of documentation	
6. Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman	supporting completion of FAC-COTR training requiremen when applying for FAC-COTR.	
Other IRS Approved Training Resources are located on the	TAI COTR web page: http://awss.procurement.irs.gov/tai/cotrs.htm	

FAC-COTR Policy, Guidance, Application Instructions & Application Documents for IRS Employees are located on the Treasury Acquisition Institute (TAI) COTR web page: http://awss.procurement.irs.gov/tai/cotrs.htm

#### <u>Training Information for Treasury</u> Program and Project Managers

#### Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)

The Office of Federal Procurement Policy (OFPP) <sup>1</sup>OFPP FAC-P/PM Policy dated April 25, 2007 announced the establishment of a structured development program for program and project managers identified as the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

BASIC TRAINING REQUIREMENTS			
Level	Minimum Training Requirements	Suggested Training	
Entry	<ul> <li>112 hours training that cover the competencies contained in Appendix A of the ¹OFPP FAC-P/PM Policy to include:</li> <li>24 hours in basic acquisition</li> <li>24 hours in basic project management</li> <li>16 hours in effective leadership and interpersonal skills</li> <li>24 hours in government-specific areas</li> <li>24 hours earned value management</li> </ul>	<ul> <li>CON 100: Shaping Smart Business         Arrangements</li> <li>CON 111: Mission Strategy Execution</li> <li>Contracting for COTRs</li> <li>Managing Projects</li> <li>IT Risk Management or Risk         Management</li> <li>Project Leadership, Management and         Communications</li> <li>Scheduling and Cost Control</li> </ul>	
Mid	88 hours training that cover the competencies contained in Appendix A of the ¹OFPP FAC-P/PM Policy to include:  • 24 hours in intermediate project management • 16 hours in correct and effective leadership and interpersonal skills • 24 hours in government-specific areas • 24 hours Earned Value Management (EVM) and Cost Estimates	<ul> <li>CON 218: Advanced Contracting for Mission Support</li> <li>Applied Earned Value Management</li> </ul>	
Senior	<ul> <li>112 hours training that cover the competencies contained in Appendix A of the ¹OFPP FAC-P/PM Policy to include:</li> <li>24 hours in advanced acquisition</li> <li>24 hours in advanced project management</li> <li>16 hours in correct and effective leadership and interpersonal skills</li> <li>24 hours in government-specific areas</li> <li>24 hours EVM and Cost Estimates</li> </ul>	<ul> <li>Program Management</li> <li>Unlocking the Power of Earned Value Management</li> </ul>	

#### **Continuous Learning Points**

Individuals certified with FAC-P/PM must accumulate 80 CLPs every two years to maintain their certification. Refer to the 1OFPP FAC-P/PM Policy to see what activities and training will fulfill the CLP requirements for FAC-P/PM.

# Training Information for Treasury Project Managers

#### Master's Certificate in Project Management George Washington University School of Business

The Project Management Curriculum consists of seven core courses that together address all project management domains found in the PMBOK® Guide. To earn a Master's Certificate in Project Management, you must successfully complete **seven courses** within four years. <sup>2</sup>http://www.esi-intl.com/public/classroomtraining/pmc.asp

Minimum Training Requirements	TAI Suggested Training	
START WITH	Managing Projects	
PICK AT LEAST TWO (2)	<ul> <li>Project Leadership, Management and Communications</li> <li>Risk Management*</li> <li>Scheduling and Cost Control</li> </ul>	
PICK AT LEAST FOUR (4)	<ul> <li>IT Risk Management*</li> <li>Negotiation Skills for Project Managers</li> <li>Unlocking the Power of Earned Value Management</li> <li>Program Management</li> <li>Critical Thinking and Problem Solving</li> <li>Earned Value Management</li> <li>Applied Earned Value Management</li> <li>COTR Management of IT Services</li> <li>CON 100: Shaping Smart Business Arrangements</li> <li>CON 110: Federal Contracting Basics</li> <li>CON 111: Source Selection: The Best Value Process</li> <li>CON 112: Operating Practices in Contract Administration</li> <li>CON 120: Mission Focused Contracting</li> <li>CON 215: Intermediate Contracting for Mission Support</li> <li>CON 218: Advanced Contracting for Mission Support</li> </ul>	

<sup>\*</sup>Participants should not take both IT Risk Management and Risk Management.

#### **SECTION 4:**

#### **FY 2010 COURSE OFFERINGS**

# Mandatory Contracting Courses for 1102 Series Treasury Procurement Personnel

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CON 111: Mission Strategy Execution	
CON 112: Mission Performance Assessment	
CON 120: Mission Focused Contracting	
CON 214: Business Decisions for Contracting	
CON 215: Intermediate Contracting for Mission Support	
CON 216: Legal Consideration in Contracting	
CON 217: Cost Analysis & Negotiation Techniques	
CON 218: Advanced Contracting for Mission Support	
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<b>Specialized Contracting Courses for</b>	
Treasury Procurement Personnel	
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Bootcamp for GSA Contracting	
Conducting Market Research	
FAR Bootcamp	
FAR Less Complicated	
Federal Appropriations Law	
ID/IQ Contracting	
Incentive Contracts	
Overview of Government Contracting	
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Performance-Based Courses for	
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Incentives for Performance-Based Contracts	23
Performance-Based Acquisition: Preparing Statements of Work	23
Performance-Based Services Acquisition Advanced Workshop	
Seven Steps to Performance-Based Acquisition	
Six Disciples of Performance-Based Project Management	24
Contracting Officer's Technical	
Representatives (COTR) Courses	
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Contracting for COTRs Training  COTR Management of Information Technology Service Contracts	20
COTR Management of Information Technology Service Contracts	
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Applied Earned Value Management	
Cost Estimating for Technical Personnel	
Countdown: Strategy Game for Project Teams	
Earned Value Management Fundamentals	
Information Technology Risk Management	
Managing Projects	
Negotiation Skills for Project Managers	
Program Management	
Project Leadership, Management and Communications	
Risk Management	
Scheduling and Cost Control	
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Coaching Skills to Improve Employee Performance	
Critical Thinking for Problem Solving	
Customer Service: Service Beyond Delivery	
Developing Procedures, Policies and Documentation	
Developing Your Emotional Intelligence	
Get Sharp: Smarter Decision Making & Critical Thinking for Administrative Professionals	
Management Skills for Administrative Professionals	
Managing Up	35
Process Improvement Techniques	
Respect – The Source of Our Strength	35
Communication Skills Courses for	
<u>Treasury Procurement Personnel</u>	
Conscious Communication	37
Email – The 10 Commandments	
Feedback & Feedforward	37
How to Write Fast When It's Due Yesterday	37
Computer Skills for	
Treasury Procurement Personnel	
<u>Treasury Frocurement Fersonner</u>	
Microsoft Excel Level I – An Introduction	
Microsoft Excel – Level II	
Microsoft Outlook	
Microsoft PowerPoint – An Introduction	
Microsoft Project	
Microsoft Visio – Basic.	
Microsoft Visio – Advanced	
Microsoft Word II	



# Mandatory Contracting Courses for 1102 Series Treasury Procurement Personnel

#### **CON 100: Shaping Smart Business Arrangements**

Those new to contracting will gain a broad, comprehensive understanding of the environment in which they serve. You will develop professional skills for making business decisions and advising other acquisition team members toward success in meeting customers' needs. You will learn about different mission areas along with the types of business alternatives that may be selected for each area.

For additional information visit: 2www.esi-intl.com

**DATES:** October 26–29, 2009

April 5 -9, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

#### **CON 111: Mission Strategy Execution**

Through lectures and comprehensive case studies, this hands-on course will provide you with a number of major benefits, including a solid understanding of what the rules mean and skill training on the principles and processes of sound business decision analysis and decision making.

For additional information visit: 2www.esi-intl.com

**DATES**: January 11-15, 2010 June 14–18, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: CON 110

CREDIT: 32.5 CLPs

#### **CON 110: Mission Support Planning**

An introduction to government contracting, giving you the information you need to understand procurement from contract formation to contract completion. You'll analyze key issues and receive a clear understanding of their practical application to your everyday job responsibilities. You'll learn how federal contracting really works, how to find solutions to common problems, how to understand the content of key contract documents and how the Federal Acquisition Regulation (FAR) works.

For additional information visit: 2www.esi-intl.com

**DATES:** November 16–20, 2009

May 3-7, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

#### **CON 112: Mission Performance Assessment**

Learn all aspects of effective contract administration from initial award to final closeout. You'll learn proven practices for getting contracts off to a solid start, keeping them on track and handling every problem that arises. To obtain maximum benefit from the course, you should have a basic knowledge of the procurement process. This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance.

For additional information visit: 2www.esi-intl.com

**DATES:** February 22-26, 2010 July 12–16, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: CON 110 and CON 111

CREDIT: 32.5 CLPs

# Mandatory Contracting Courses for 1102 Series Treasury Procurement Personnel

#### **CON 120: Mission Focused Contracting**

Learn and apply the knowledge and skills gained from your experience in prior classes. A complex series of coordinated exercises guides you through every phase of the acquisition process, giving you the opportunity to discuss and decide how to resolve issues relating to everything from market research/product description to source selection, award, contract administration and closeout.

For additional information visit: 2www.esi-intl.com

**DATES:** March 22-April 2, 2010 August 2–13, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: All other CON 100 level courses

(CON 100-112)

CREDIT: 65 CLPs

#### **CON 215: Interm. Contracting for Mission Support**

Working in teams you will complete an extensive realistic case study to develop and execute business strategies to meet customer requirements. You will also develop critical thinking skills, customer needs analysis, procurement strategy development and source selection skills necessary for successful contract performance. Your team will create a solicitation, respond to industry questions and perform a series of activities revolving around the source selection process. The case study closes with several activities focused on post-award issues.

For additional information visit: 2www.esi-intl.com

DATES: October 26-November 4, 2009

May 10-19, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: All other CON 100 level courses

(CON 100-112) and CON 214

CREDIT: 52 CLPs

#### **CON 214: Business Decisions for Contracting**

Learn successful mission support strategies and how to execute an acquisition that optimizes customer mission performance. Students will learn the techniques for building successful business relationships, the benefits of strategic sourcing, and the intricacies of contract financing as well as in-depth knowledge of subcontracting, source selection, and contractor responsibility.

For additional information visit:

<sup>2</sup>http://www.managementconcepts.com

**DATES:** October 5-9, 2009

April 12 -16, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: All CON 100 level courses

CREDIT: 32.5 CLPs

#### **CON 216: Legal Consideration in Contracting**

Learn the basic principles and sources of law relevant to procurement, including fiscal law. This course also addresses legal issues that may arise during the course of a contract such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

For additional information visit:

<sup>2</sup>http://www.managementconcepts.com

**DATES:** January 25-29, 2010

June 14-18, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: All CON 100 level courses

CREDIT: 32.5 CLPs

# Mandatory Contracting Courses for 1102 Series Treasury Procurement Personnel

#### CON 217: Cost Analysis & Negotiation Techniques

Build on the basic pricing skills covered in the Level I contracting curriculum. Learn and apply advanced pricing methods and techniques in order to analyze a contractor's proposal and develop government negotiation objectives. This course also introduces the concepts necessary for successful negotiations.

For additional information visit: 2http://www.managementconcepts.com

**DATES:** February 8-12, 2010 July 19 – 23, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: CON 120: Mission Focused Contracting for individuals in the contracting career field.

CREDIT: 32.5 CLPs

# CON 218: Advanced Contracting for Mission Support

This capstone course completes the mandatory training for FAC-C Level II certification. Through team environment you will have the opportunity to tackle a realistic case study based on a government acquisition, students will demonstrate their ability to negotiate fair and reasonable prices, resolve legal issues, and respond to changing customer requirements during contract performance.

For additional information visit: 2www.esi-intl.com

**DATES:** March 8-19, 2010

August 16 – 27, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: CON 214, CON 215, CON 216

and CON 217.

CREDIT: 65 CLPs

#### CON 353: Advanced Business Solutions for Mission Support

Work in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

<u>Mandatory pre-course assignment</u> that comprises 25% of each student's final grade. Students will not be allowed to attend unless they complete all on-line assignments.

For additional information visit: 2www.npi-training.com

**DATES:** January 4-15, 2010 August 2-13, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITES: At least 1 year of contracting experience after completing all CON 100 & 200 level courses.

CREDIT: 65 CLPs



# **Specialized Contracting Courses for Treasury Procurement Personnel**

#### **Annual FAR Update**

This class enables busy acquisition professionals to "catch up" on a year's worth of changes in a single day. Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class.

For additional information visit: 2http://members.cox.net/acqtrainer/serv01.htm

**DATES:** January 6, 2010 May 12, 2010

**AUDIENCE** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Conducting Market Research**

This course includes interactive exercises dedicated to the topic of market research. In this course, you will learn about the fundamentals of market research, how to conduct a market investigation, and how to use market research to define needs. Exercises include developing a market research plan, preparing a market study and conducting a case analysis to determine the pros and cons of performance descriptions.

For additional information visit: 2www.esi-intl.com

**DATES:** January 26, 2010

May 5, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Bootcamp for GSA Contracting**

Learn how to tap into the expansive federal market and the skills you need to understand and negotiate your own Schedule or modification. This course will explain why Schedules are the most preferred contract vehicle for federal government procuring officials - how best value is determined under task orders and why basis of award is important. Gain a thorough understanding of the cutting-edge issues in the dynamic Schedules market.

For additional information visit: 2www.centreconsult.com

**DATE:** May 18-19, 2010

**AUDIENCE** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **FAR Bootcamp**

Immersion in the Federal Acquisition Regulation (FAR) for both novices and seasoned professionals. Learn how to research, read, interpret and apply the FAR by working through a series of problems of gradually increasing complexity. Work through progressively more complex research and problem-solving exercises and drills, learning how to find, read, interpret, and apply the rules of Government contracting.

For additional information visit: <sup>2</sup>www.thefarbootcamp.com

DATES: November 2-6, 2009 February 1-5, 2010 March 15-19, 2010 June 7-11, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

### Specialized Contracting Courses for Treasury Procurement Personnel

#### **FAR Less Complicated**

This course offers critical information that will help both contracting and technical personnel understand how to negotiate superior contracts and maintain compliance. The instructor will demonstrate how to access, search and update the FAR.

For additional information visit: 2www.centreconsult.com

**DATE:** April 20-21, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **ID/IQ** Contracting

Gain knowledge to effectively set-up and use Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts. Learn when and how to use ID/IQ contracts, how to develop and implement the acquisition strategy, how to get the most out of oral presentations and sample tasks, how to issue task and delivery orders and how to provide vendors a "fair opportunity" to be considered.

For additional information visit:

<sup>2</sup>http://members.cox.net/acqtrainer/serv01.htm

**DATE:** May 4-5, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Federal Appropriations Law**

Discover every facet of the budgeting and spending processes. Get a thorough analysis of all funding activities, as seen through the eyes of the contracting, certifying, and disbursing officers. Participate in sessions that explore controlling decisions by the General Accounting Office (GAO).

For additional information visit:

<sup>2</sup>http://members.cox.net/acgtrainer/serv01.htm

**DATE:** January 19-21, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### **Incentive Contracts**

Understand how best to optimize performance, minimize costs and motivate delivery. Take advantage of this opportunity to get a firm grasp of the key issues critical to selecting, structuring and administering incentive contracts.

For additional information visit: 2www.managementconcepts.com

**DATE:** March 2-3, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

### **Specialized Contracting Courses for Treasury Procurement Personnel**

#### **Overview of Government Contracting**

This course is intended for those who are new to federal contracting and want to gain an understanding of the basic concepts. It is also ideal for non-contracting personnel who are indirectly or occasionally involved in contracting and want to better understand this complex subject.

For additional information visit: 2www.housemanandassociates.com

**DATES:** May 18–19, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Service Contract Act Overview**

Designed to help federal personnel administer the requirements of the McNamara-O'Hara Service Contract Act of 1965 (SCA). The course focuses on the Act, implementing Department of Labor (DOL) regulations, and how it applies to the acquisition process. A detailed, comprehensive text is provided that contains copies of the law, DOL implementing regulations, Administrative Review Board decisions, and wage determinations.

For additional information visit: 2www.managementconcepts.com

**DATE:** January 13-14, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: CON 101 or CON 110

CREDIT: 13 CLPs

#### **The Federal Budget Process**

Government employees new to budgeting responsibilities or not directly involved in them who want an introduction to the appropriations process will benefit from this course. This course uses current events to demonstrate the process of raising, allocating, and spending billions of federal dollars annually. Special emphasis is placed on the roles of the President and Congress.

For additional information visit: 2www.managementconcepts.com

**DATE:** March 2-3, 2010

**AUDIENCE:** Treasury Acquisition Personnel

**PREREQUISITE:** None

CREDIT: 13 CLPs



# **Performance-Based Courses for Treasury Procurement Personnel**

#### **Incentives for Performance-Based Contracts**

Highlights include conditions for use of incentive contracts, limitations on their use, and problems with negotiating and making changes to incentive contracts. This course will benefit those involved in structuring incentive contracts, including those for performance-based services.

For additional information visit: 2www.fedpubseminars.com

**DATE:** June 29-30, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

**CREDIT:** 13 CLPs

# Performance-Based Services Acquisition Advanced Workshop

Understand how to identify performance standards and develop cost-effective metrics, allocate responsibility for quality control and quality assurance between the Government and the contractor, develop incentive plans that work and effectively administer a performance-based contract.

For additional information visit: 2www.fedpubseminars.com

**DATES:** December 15-17, 2009

April 13-15, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

# Performance-Based Acquisition: Preparing Statements of Work

This course focuses on the use of draft solicitations, team development of the work breakdown structure and task identifications, conversion of cost-plus requirements to fixed-price, use of incentives, deductions and penalties in connection with performance goals and application of specific cost and performance measurement techniques, quality assurance surveillance plans and quality-related evaluation factors.

For additional information visit: <sup>2</sup>www.houseandassociates.com

**DATES:** February 16-18, 2010

July 20-22, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### Seven Steps to Performance-Based Acquisition

Acquisition professionals will gain knowledge and tools needed to plan and award contracts using the Statement of Objectives approach. Learn the seven step process to develop a performance-based acquisition structured around the desired outcome. By working through the seven steps, students develop performance-based competencies that can be immediately applied to acquisition requirements.

For additional information visit: 2www.acquisitionsolutions.com

**DATE:** March 29-31, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

# **Performance-Based Courses for Treasury Procurement Personnel**

#### Six Disciplines of Performance-Based Project Management

This course focuses on the seventh step, *Deliver Results through Partnership*, of the Seven Steps to Performance-Based Acquisition course. Students will recognize how to manage performance while staying focused on outcomes.

For additional information visit: <sup>2</sup>www.acquisitionsolutions.com

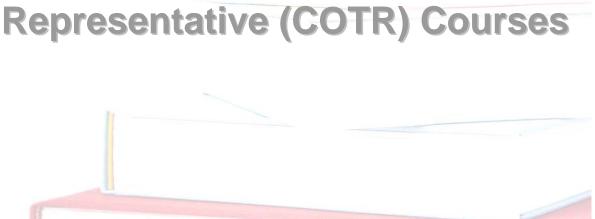
**DATE:** April 1-2, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 13 CLPs





# Contracting Officer's Technical Representatives (COTR) Courses

#### **Contracting for COTRs Training**

Gain knowledge of the acquisition process, legal requirements, and COR/COTR duties, developing a procurement request package including a work statement, cost estimate, and source selection criteria, requirements for full and open competition, Required Sources, and Small Business/8(a) set-asides, communication with prospective offerors and confidentiality requirements, evaluating offers, best value analysis, and source selection, techniques for monitoring quality and schedule requirements, remedies for nonconforming or delinquent performance, modifying the contract and avoiding unauthorized changes, payment reviews, price deductions, and contract close-out, and procurement ethics

For additional information visit:

2www.housemanandassociates.com

**DATES:** October 5-9, 2009

October 19-23, 2009 November 16-20, 2009

November 30-December 4, 2009

December 7-11, 2009 January 25-29, 2010 February 1-5, 2010 February 22-26, 2010 March 1-5, 2010 March 22-26, 2010 March 29 - April 2, 2010

April 5 – 9, 2010 April 26-30, 2010 May 3-7, 2010 June 7-11, 2010 June 21-25, 2010 July 12-16, 2010 July 26-30, 2010 August 16-20, 2010 August 23-27, 2010 September 13-17, 2010 September 20-24, 2010

**AUDIENCE:** Treasury Acquisition Personnel

**PREREQUISITE:** None

CREDIT: 40 CLPs

#### **COTR Management of IT Service Contracts**

Learn the essential techniques for being an effective COTR on IT contracts. The course addresses the COTR's role throughout the IT contract life cycle—from defining initial requirements to effective post-award performance management. It will help you understand the importance of early IT risk assessment and how risk mitigation and control influences the entire IT contracting process. Through classroom exercises and case study analysis, you will receive an assortment of practical IT COTR management tools and techniques that can be immediately applied back on the job.

For additional information visit:

<sup>2</sup>www.housemanandassociates.com

**DATE:** January 19-21, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### **COTR Refresher**

This course will focus on updates of recent initiatives that affect COTRs including practical guidance on implementing them; COTR core responsibilities and how to effectively manage contract performance; and address procurement ethics, common ethical problems, and recommended responses by COTRs.

For additional information visit:

<sup>2</sup>www.housemanandassociates.com

DATES: November 4, 2009

March 4, 2010 May 26, 2010 July 14, 2010

**AUDIENCE:** Treasury Acquisition Personnel

**PREREQUISITE:** None

**CREDIT:** 6.5 CLPs



#### **Applied Earned Value Management**

Learn to use tools for managing data associated with EVM as they apply to federal acquisition management in the cost contract environment. You'll also learn EVM skills through hands-on exercises and a multi-part case study that takes you from EVM project baseline formation at the beginning of the project through the challenges of ongoing assessments and reassessments of cost, schedule and performance to the project changes. You'll end the course with an understanding of project surveillance.

For additional information visit: 2www.esi-intl.com

**DATES:** November 17-19, 2009 April 27 – 29, 2010

**AUDIENCE** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

## Countdown: Strategy Game for Project Teams (New)

High-energy business simulation that immerses participants in a mission-critical project-the development of a state-of-the-art customer information system, code-named Countdown<sup>®</sup>. In this intensive learning activity, participants walk in and start managing a project! During the simulation, the project team encounters and must overcome many challenges, including changing requirements, new sponsors with new ideas, vendor delays, quality problems, budget cuts, resource constraints, conflicts with other teams working on interrelated projects, trade-offs of time vs. cost and cost vs. requirements, and a CEO who wants it done faster!

For additional information visit: 2www.esi-intl.com

**DATE:** March 4, 2010

**AUDIENCE** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Cost Estimating for Technical Personnel**

Technical personnel and others who are responsible for developing the independent government cost estimate (IGCE), whether for a new procurement of supplies or services or for a contract modification, will benefit from this training course. Students will learn step-by-step procedures for accomplishing this challenging and often frustrating task.

For additional information visit: 2www.managementconcepts.com

**DATE:** January 5-6, 2010

**AUDIENCE** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Earned Value Management Fundamentals**

Introduction of the fundamental concepts of earned value management (EVM). You'll get a hands-on overview of the process of EVM, from project development to execution and learn the language associated with EVM as it applies to federal acquisition management and the OMB in the budget process. The course emphasizes the processes related to the Performance Management Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM systems.

For additional information visit: 2www.esi-intl.com

**DATE:** March 8 –12, 2010

**AUDIENCE:** Treasury Acquisition Personnel

PREREQUISITE: None

CREDIT: 32.5 CLPs

#### **Information Technology Risk Management**

Discover risk management as a way to seize opportunities, minimize threats and achieve optimum results. You'll work through the proactive approach to threat and opportunity—based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management. You'll leave this course prepared to face the challenges and opportunities of risk management with new practices to apply in your environment and new insights on the implications and advantages of applying risk management well.

For additional information visit: 2www.esi-intl.com

**DATE:** June 1-3, 2010

**AUDIENCE:** Treasury Procurement Personnel

**PREREQUISITE:** None

CREDIT: 19.5 CLPs

#### **Negotiation Skills for Project Managers**

Understand the dynamics, processes, techniques of internal and external negotiation situations faced by project managers, and provides participants the opportunity to experience one-on-one negotiations. You will learn how to analyze your own and the other party's negotiation style, diffuse conflict and turn it into an advantage, and negotiate more effectively. You will also learn how to negotiate for efficient cost and schedule performance and achieve successful results on time. Participants will receive coaching and feedback from the instructor and the other participants.

For additional information visit: 2www.esi-intl.com

**DATE:** January 19-21, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### **Managing Projects**

Get a solid understanding of project management methods with this comprehensive introductory course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization. *Managing Projects* gives you the tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs and utilize state-of-the-art project management tools to get the work done on time and within budget.

For additional information visit: 2www.esi-intl.com

DATES: November 30 - December 2, 2009

April 6-8, 2010

**AUDIENCE:** Treasury Procurement Personnel

**PREREQUISITE:** None

CREDIT: 19.5 CLPs

#### **PMP Exam Power Prep**

In-depth topic reviews with morning instructor-led lecture and afternoon structured personal study time, including individual assistance from your PMP® certified instructor. You'll thoroughly review exam "trouble spots," use highly effective drills to accelerate your learning, receive invaluable test taking tips, and take and review practice exams. This course is for you if you've met PMI's requirements put forth in the PMP Credential Application. The course may be applied towards FAC-P/PM Certification and Master's Certificate in Project Management.

For additional information visit: 2www.esi-intl.com

**DATES:** June 21-25, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: PMP Credential Application

approved by PMI

CREDIT: 32.5 CLPs

#### Program Management

An Integrated case study will provide you with the opportunity to walk through the entire life cycle of a program while facing the types of realistic challenges you will surely encounter. You'll learn tools and techniques for program governance, effectively managing stakeholders and ensuring that your program realizes its benefits and strategic objectives.

For additional information visit: 2www.esi-intl.com

**DATE:** October 20-22, 2009

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### **Risk Management**

Examine threat and opportunity from both a top-down and bottom-up perspective using a proven eight-step risk management process. Included in the course is a multi-part case study that takes you from a risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

For additional information visit: 2www.esi-intl.com

**DATE:** June 29 – July 1, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### <u>Project Leadership, Management and</u> Communications

Learn how to empower yourself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches – and you'll gain an appreciation of the importance of a collaborative "win/win" negotiation process. You'll gain a clear understanding of why communication is so important, discover how business and personal ethics can influence your leadership style and personality, and how your individual leadership style and personality can influence the course a project will take.

For additional information visit: 2www.esi-intl.com

**DATES:** December 8-10, 2009

March 23-25, 2010

**AUDIENCE:** Treasury Procurement Personnel

**PREREQUISITE:** None

CREDIT: 19.5 CLPs

#### **Scheduling and Cost Control**

Get hands-on experience, practicing your skills in building project requirements and the work breakdown structure. You'll learn a sound, logical framework for scheduling and controlling project activities. Master techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data. Individual and small-group exercises feature scenarios that help hone these skills, and a comprehensive toolkit provides practical field guidance.

For additional information visit: 2www.esi-intl.com

**DATE:** February 16-19, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 26 CLPs

#### <u>Unlocking the Power of Earned Value</u> <u>Management (New)</u>

This course will take you beyond the calculations you've already learned. You'll review key project documents to gain an understanding of their relationship to effective project evaluation and control using EVM. You'll explore the challenges and approaches involved in establishing a baseline and obtaining accurate, timely and useful information to measure project performance with EVM. Working through an integrated case study designed to simulate real-world issues, problems and decisions, you'll gain insight and experience in determining a realistic assessment of where your project actually stands.

For additional information visit: 2www.esi-intl.com

**DATES:** January 26-27, 2010

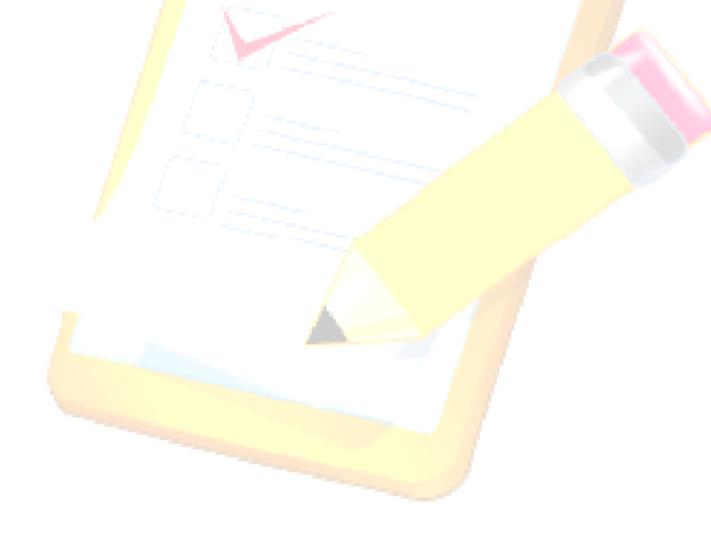
July 7-8, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

**CREDIT:** 13 CLPs

# Professional Enhancement Courses For Treasury Procurement Personnel



### Professional Enhancement Courses for Treasury Procurement Personnel

#### **Coaching Skills to Improve Employee Performance**

This course is for supervisors, managers, team leaders, and other professionals who want to improve performance through coaching.

For additional information visit: <sup>2</sup>www.managementconcepts.com

**DATE:** April 27-28, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Customer Service – Service Beyond Delivery**

This dynamic and interactive workshop challenges leaders and frontline ambassadors to develop the "little bit more" mentality that moves service from ordinary to legendary. Participants will not only learn to leave customers with a product and/or a service, but a memory.

For additional information visit: 2www.engageinstitute.com

DATE: February 23, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Critical Thinking for Problem Solving**

This course is designed to give employees the tools and confidence to exercise critical thinking in their jobs. By applying critical thinking to the tasks and challenges employees face in their work, they will begin to experience breakthroughs they never thought possible—and maximize their value to the company when it's facing the challenges of economic uncertainty.

For additional information visit: www.amaseminars.org

**DATE:** May 11-13, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

### Developing Policies, Procedures and Documentation

This course is designed to guide participants into designing and developing complex content that is user-focused, task-oriented, accessible, and easy to revise.

For additional information visit: 2www.informationmapping.com

**DATE:** February 2-4, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

### Professional Enhancement Courses for Treasury Procurement Personnel

#### **Developing Your Emotional Intelligence**

This seminar delivers the in-depth knowledge and practical emotional intelligence skills you need to ensure that you are a strong, emotionally intelligent leader. You will learn how to apply emotional intelligence to specific leadership situations to gain the authority and success you strive for as a leader. You will improve your emotional intelligence skills to recognize and positively manage emotions in yourself, in others and in groups. You will also keep current on cutting-edge developments in leadership theory and practice, to help you better collaborate and manage conflict.

For additional information visit: <sup>2</sup>www.amaseminars.org

**DATES:** February 16-17, 2010

June 8-9, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### <u>Management Skills for Administrative</u> Professionals

This course will cover mastering change with management skills, fine-tuning your team skills, dealing productively with conflict, communicating with credibility, controlling your workday, and putting your skills to work.

For additional information visit:

<sup>2</sup>www.amaseminars.org

**DATE:** October 13-15, 2009

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

#### <u>Get Sharp: Smarter Decision Making and Critical</u> Thinking for Administrative Professionals

This interactive seminar will help you build and expand your decision-making skills, critical-thinking abilities and creative problem-solving skills. Students will cover methods of assessing and resolving problems and understanding the role of inferences and assumption.

For additional information visit: <sup>2</sup>www.amaseminars.org

**DATE:** February 2-3, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Process Improvement Techniques**

This course is designed for professionals who want to develop or refine appropriate techniques for process analysis and improvement in support of performance improvement initiatives. Course topics include: what process improvement is and why it's necessary, phases of process improvement, simple and complex process improvement problems, streamlining process improvement efforts, selecting the most appropriate process techniques, creating a convincing process improvement plan and generating ideas and reaching consensus.

For additional information visit: 2www.managementconcepts.com

**DATE:** February 9-11, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 19.5 CLPs

### Professional Enhancement Courses for Treasury Procurement Personnel

#### Respect - The Source of Our Strength

Respect: The Source of Our Strength (SOS) is one of the most powerful processes available for fostering long-term, positive behavior change in individuals across diverse organizations. This dynamic process integrates four major themes: **Awareness, Behavior, Respect and Change**, into a coherent and thought-provoking experience where participants explore the benefits of respectful behaviors in their personal and professional lives.

For additional information visit: <sup>2</sup>www.edgelearning.com

**DATE:** January 12, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 9.5 CLPs

#### **Coaching the Coach**

In this course you will learn how to incorporate coaching and counseling into day-to-day activities. You will discover that coaching is not a "set aside" but an integral component to establishing trust, doing business, getting work done, appraising performance, and developing leaders on an everyday basis. You will learn how to evaluate whether or not your employees have an understanding of expectations regarding performance and how to coach your high performing employees to the next level of performance. You will learn and practice a model that includes: getting the employee's agreement regarding performance improvement, or an existing problem or developmental situation; discussing alternative actions for meeting goals or solutions to the presenting issues; setting a course for action and change; supporting the employee toward goal achievement and improved or enhanced performance; planning for, enabling, and coaching employees to the next level of development and performance.

**DATE:** December 2, 2009

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### Managing Up

How do you take care of your leadership and other job duties for which you are responsible AND stay visible to the senior executives above you? You learn to "manage up."

"Managing up" is really the art of relationship management, but you don't have to be an artist to master it. "Managing up" is comprised of a bit of all of the following things: observing, listening, asking questions, challenging your assumptions, trusting your intuition, accepting yourself and others as they are, and good old trial and error.

**DATES:** March 10, 2010 – 8:30am-12:30pm

March 10, 2010 – 1:30pm-4:30pm June 2, 2010 – 8:30am-12:30pm June 2, 2010 – 1:30pm-4:30pm

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 3.25 CLPs

# Communication Skills Courses For Treasury Procurement Personnel

## Communication Skills Courses for Treasury Procurement Personnel

#### **Conscious Communication**

Gain knowledge to separate "personality" from "behavior". You will learn how to consistently use communication on purpose to get the results that they want. You will also learn techniques to avoid making the behavior worse and move the person out of the difficult behavior.

For additional information visit: 2www.rickbrinkman.com

**DATE:** January 28, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **E-mail The 10 Commandments**

This course will equip you with ways to compose emails for positive impact. Tips and practice on subject lines, organization, layout, and tone will make your messages more efficient, more appealing, and more likely to get the action you desire.

For additional information visit: 2www.swenholt.com

DATES: November 10, 2009

February 4, 2010 May 25, 2010

**AUDIENCE:** Treasury Acquisition Personnel

**PREREQUISITE:** None

CREDIT: 6.5 CLPs

#### How to Write Fast When It's Due Yesterday

This highly focused workshop gives you fast, proven techniques to beat fear, writer's block, constant interruptions and difficult, time-sensitive circumstances. The students will explore a unique method known as DASH (Direction, Acceleration, Strength, Health) to systematically conquer writing challenges—yet still express ideas and opinions clearly and appropriately.

For additional information visit: 2www.amaseminars.org

**DATES:** February 24, 2010

May 26, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### Feedback & Feedforward

In this course you will learn how to deliver and receive constructive feedback to increase your ability to deliver and provide feedback. You will develop the ability to negotiate difficult conversations through a series of compelling written, verbal and listening methods. You will learn and apply the problem solving steps of: data, judgment, feelings, impact, needs, and action plans, to arrive at gathering information from the essential conversation to the most complex. You will be able to have proactive interactive exercises with colleagues on giving and receiving constructive feedback. You will be able to uncover and remove obstacles to providing clear instruction and information and apply these learning techniques immediately to enable confidence to ensure the information is conveyed concisely, sincerely and professionally.

**DATE:** March 17, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs



## **Computer Skills for Treasury Procurement Personnel**

#### Microsoft Excel Level I - An Introduction

Microsoft Excel is a powerful and useful tool for managing data via spreadsheets, databases, calculating budgets, finances, or any other task involving numbers. In this course, you will learn the best methods for harnessing all of the features and functions that this software has to offer.

For additional information visit: 1www.grad.usda.gov

**DATE:** February 17-18, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### **Microsoft Outlook**

Designed for users who are new to Microsoft Outlook or are self-taught. This class covers composing and sending e-mails, using the address book, contact list and calendar and MUCH MORE.

For additional information visit: ¹www.grad.usda.gov

**DATE:** May 4, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Microsoft Excel Level II**

In this class, you will learn advanced features, formulas, functions, charts, graphs, conditional relationships, and much more. These advanced concepts will allow you to perform and display sophisticated data analysis quickly and easily.

For additional information visit:

<sup>1</sup>www.grad.usda.gov

**DATE:** March 23-24, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### <u>Microsoft PowerPoint - An Introduction</u>

Working with this application, participants explore the functions of the software and the communications principles that lead to dynamic slide shows. Participants learn all the fundamentals necessary to create and edit their own presentations.

For additional information visit:

<sup>1</sup>www.grad.usda.gov

**DATE:** April 6-7, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

**CREDIT: 13 CLPs** 

## Computer Skills for Treasury Procurement Personnel

#### Microsoft PowerPoint II

In this class, you will take your Microsoft PowerPoint skills to a new level. This class provides you the chance to explore the many advanced and "unknown" features that this award-winning program has to offer. At the conclusion of this class, you will feel like a pro.

For additional information visit:

<sup>1</sup>www.grad.usda.gov

**DATE:** April 8, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Microsoft Project**

Microsoft Project is a powerful tool that will help you break a project down into smaller, more manageable parts, manage complex task schedules, identify potential workflow problems, better manage resources, and keep your project on track. In this course, you will learn how to solve typical project and business problems using the planning, controlling, and reporting features of this software.

For additional information visit:

<sup>1</sup>www.grad.usda.gov

**DATE:** April 28-29, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 13 CLPs

#### Microsoft Word II

This hands-on course is designed to show you how to use the advanced features of Microsoft Word and increase your productivity and value to your agency. After this course, you will possess the kind of advanced skills necessary to maximize the many features and benefits of Microsoft Word.

For additional information visit:

¹www.grad.usda.gov

**DATE:** May 5, 2010

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Basic Microsoft Visio**

This is a hands-on class where participants will learn to design and manage basic diagrams, workflows, and flowcharts. This course is ideal for people new to Visio who need to have an understanding of basic workflows and the concept of end-to-end flowcharting.

For additional information visit: <sup>2</sup>www.newhorizons.com

**DATE:** October 14, 2009

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: None

CREDIT: 6.5 CLPs

#### **Advanced Microsoft Visio**

This is a hands-on class where participants will learn advanced Visio features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. This course is ideal for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

For additional information visit: 2www.newhorizons.com

**DATE:** October 15, 2009

**AUDIENCE:** Treasury Procurement Personnel

PREREQUISITE: Microsoft Visio Basic

CREDIT: 6.5 CLPs

#### **SECTION 5:**

### **MISCELLANEOUS**

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CON 111: Mission Strategy Execution	
CON 112: Mission Performance Assessment	
CON 120: Mission Focused Contracting	
CON 214: Business Decisions for Contracting	
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CON 217: Cost Analysis & Negotiation Techniques	
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#### <sup>1</sup>Another Federal Agency:

Please note that by clicking on this link, you will leave the IRS Procurement web site and enter another government web site created, operated, and maintained by that agency. The information that another government agency/bureau/office collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors). We recommend you review the other agency's information collection policy or terms and conditions to fully understand what information is collected.

#### <sup>2</sup>Private Site:

Please note that by clicking on this link, you will leave the IRS Procurement web site and enter a privately owned web site created, operated, and maintained by a private business. The information that this private business collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors). By linking to this private business, the IRS is not endorsing its products, services, or privacy or security policies. We recommend you review the business's information collection policy or terms and conditions to fully understand what information is collected by this private business.

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10/05 - 09/09	CON 214 - Business Decisions for Contracting		
10/05 - 09/09	Contracting for COTRs		
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10/14/09	Microsoft Visio - Basic		
10/15/09	Microsoft Visio - Advanced		
10/19 - 23/09	Contracting for COTRs		
10/20 - 22/09	Program Management		
10/26 - 29/09	CON 100: Shaping Smart Business Arrangements		
10/26 - 11/04/09	CON 215 - Intermediate Contracting for Mission Support		
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11/02 - 06/09	FAR Bootcamp		
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11/10/09	E-mail - The 10 Commandments		
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11/17 - 19/09	Applied Earned Value Management		
11/30 - 12/02/09	Managing Projects		
11/30 - 12/04/09	Contracting for COTRs		
	December 2009		
12/02/09	Coaching the Coach		
12/07 - 11/09	Contracting for COTRs		
12/08 - 10/09	Project Leadership, Management and Communications		
12/15 - 17/09	Performance-Based Services Acquisition Advanced Workshop		
	January 2010		
01/04 - 15/10	CON 353: Advanced Business Solutions for Mission Support		
01/05 - 06/10	Cost Estimating for Technical Personnel		
01/06/10	Annual FAR Update		
01/11 - 15/10	CON 111: Mission Strategy Execution		
01/12/10	Respect - The Source of our Strength		
01/13 - 14/10	Service Contract Act Overview		
01/19 - 21/10	COTR Management of IT Service Contracts		
01/19 - 21/10	Negotiation Skills for Project Managers		
01/19 - 21/10	Federal Appropriations Law		
01/25 - 29/10	CON 216 - Legal Considerations in Contracting		
01/25 - 29/10	Contracting for COTRs		
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01/26 - 27/10	Unlocking the Power of Earned Value Management		
01/28/10	Conscious Communication		

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02/01 - 05/10	Contracting for COTRs	
02/01 - 05/10	FAR Bootcamp	
02/02 - 03/10	Get Sharp: Smarter Decision Making and Critical Thinking for Administrative Professionals	
02/02 - 04/10	Developing Policies, Procedures and Documentation	
02/04/10	E-mail - The 10 Commandments	
02/08 - 12/10	CON 217 - Cost Analysis & Negotiation Techniques	
02/09 - 11/10	Process Improvement Techniques	
02/16 - 17/10	Developing Your Emotional Intelligence	
02/16 - 18/10	Performance-Based Acquisition: Preparing Statements of Work	
02/16 - 19/10	Scheduling and Cost Control	
02/17 - 18/10	Microsoft Excel Level I - An Introduction	
02/22 - 26/10	CON 112: Mission Performance Assessment	
02/22 - 26/10	Contracting for COTRs	
02/23/10	Customer Service - Service Beyond Delivery	
02/24/10	How to Write Fast When It's Due Yesterday	
	March 2010	
03/01- 05/10	Contracting for COTRs	
03/02 - 03/10	Federal Budget Process	
03/02 - 03/10	Incentive Contracts	
03/03/10	COTR Refresher	
03/04/10	Countdown: Strategy Game for Project Teams	
03/08 - 12/10	Earned Value Management Fundamentals	
03/08 - 19/10	CON 218 - Advanced Contracting for Mission Support	
03/10/10	Managing Up	
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03/17/10	Feedback & Feedforward	
03/22 - 26/10	Contracting for COTRs	
03/22 - 04/02/10	CON 120: Mission Focused Contracting	
03/23 - 24/10	Microsoft Excel Level II	
03/23 - 25/10	Project Leadership, Management and Communications	
03/29 - 31/10	Seven Steps to Performance-Based Acquisition	
03/29 - 04/02/10	Contracting for COTRs	
	April 2010	
04/01 - 02/10	Six Disciplines of Performance-Based Management	
04/05 - 09/10	CON 100: Shaping Smart Business Arrangements	
04/05 - 09/10	Contracting for COTRs	
04/06 - 07/10	Microsoft PowerPoint - An Introduction	
04/06 - 08/10	Managing Projects	
04/08/10	Microsoft PowerPoint II	
04/12 - 16/10	CON 214 - Business Decisions for Contracting	
	1	

Doto	Course Title
Date	Course Title
	April 2010 (continued)
04/13 - 15/10	Performance-Based Services Acquisition Advanced Workshop
04/20-21/10	FAR Less Complicated
04/26 - 30/10	Contracting for COTRs
04/27 - 28/10	Coaching Skills to Improve Employee Performance
04/27 - 29/10	Applied Earned Value Management
04/28 - 29/10	Microsoft Project
	May 2010
05/03 - 07/10	CON 110: Mission Support Planning (Federal Contracting Basics)
05/03 - 07/10	Contracting for COTRs
05/04/10	Microsoft Outlook
05/04 - 05/10	IDIQ Contracting
05/05/10	Conducting Market Research
05/05/10	Microsoft Word II
05/10 - 19/10	CON 215 - Intermediate Contracting for Mission Support
05/11 - 13/10	Critical Thinking and Problem Solving
05/12/10	Annual FAR Update
05/18 - 19/10	Bootcamp for GSA Contracting
05/18 - 19/10	Overview of Government Contracting
05/25/10	E-mail - The 10 Commandments
05/26/10	How to Write Fast When It's Due Yesterday
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06/01 - 03/10	IT Risk Management
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06/07 - 11/10	Contracting for COTRs
06/07 - 11/10	FAR Bootcamp
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06/14 - 18/10	CON 216 - Legal Considerations in Contracting
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06/29 - 30/10	Incentives for PBA
06/29 - 07/01/10	Risk Management
	July 2010
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07/12 - 16/10	Contracting for COTRs
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07/19 - 23/10	CON 217 - Cost Analysis & Negotiation Techniques
07/20 - 22/10	Performance-Based Acquisition: Preparing Statements of Work
07/26 - 30/10	Contracting for COTRs

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08/16 - 20/10	Contracting for COTRs		
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